



Title: **OPERATOR**

Salary Code: 15
Effective Date: 03/10/10
FLSA Designation: Nonexempt

GENERAL DESCRIPTION

Under the general supervision of the Senior Operator, or Supervisor of Operations performs and may provide direction to a crew involved in a variety of duties related to the operation of the water distribution and drainage systems. The Operator position is assigned to one of four geographic areas in which the incumbent is responsible for repair and maintenance of water delivery meters, and the accurate reading and recording of water utilization for proper billing; or, depending on assignment, may be responsible for groundwater level measurements, meter repair and calibration, pump performance testing, and other technical work throughout the District. The ability to communicate effectively is required.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Reads, records, maintains, and repairs both vertical and horizontal water delivery meters (from 4 inches to 36 inches).
2. Performs water meter accuracy flow measurements and meter calibrations in the field or at the District's meter calibration and flow testing facility with the use of hydrographic measuring devices.
3. Inspects water applications with respect to delivery connections for compliance with District requirements, land eligibility or tailwater control, and meter readings to ensure that ordered flow and odometer readings correspond to indicated flow.
4. Conducts performance testing, calculates input horsepower and overall pump efficiency for distribution pumps; repairs tests, and calibrates headworks water metering devices; and conducts field accuracy tests on secondary delivery facilities.
5. Initiates odometer updates and provides information to the Customer Accounting Department.
6. Operates and troubleshoots manual, computer integrated, and remote-telemetered pumping plants and reservoirs.
7. Manipulates the distribution system utilizing the meter control panel and telemetry system as required to isolate equipment to be tested.
8. Installs, operates, repairs, maintains, and calibrates flow measurement, water metering, and pump testing equipment.

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9. Drains and refills pipelines ranging in size from 8" to 90" according to established filling criteria.
10. Conducts regular maintenance, assists in weed control, and exercises a variety of valves above and below ground on distribution and drainage system facilities.
11. Responds to and investigates Underground Service Alert calls concerning the distribution and drainage system.
12. Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

Completion of the twelfth grade including high school level algebra and geometry **and** three (3) years of experience performing work in water distribution and drainage systems or skilled duties in water measurement work.

Knowledge of:

Basic math.
Simple recordkeeping.
The operation and maintenance of water meters and manual and automated pumping plants.
Flow measurement techniques and Propeller and Venturi meter repair and calibration.
Maps and legal land descriptions.
Basic computer terminal operating methods and office software.

Ability to:

Use and properly maintain assigned tools and equipment.
Locate mains, pipes, and meters.
Maintain simple and accurate records.
Respond to emergencies on pipelines, pumping plants, and reservoir systems.
Use a computer terminal and printer.

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WORKING CONDITIONS

Heavy lifting, carrying, and/or pushing up to 100 pounds.

Use hazardous materials.

Work in all kinds of weather outdoors under arduous conditions.

Possess physical characteristics to perform the critical and important duties of the job, including the ability to climb stationary ladders up to 100 feet in height and work in confined spaces.

May be required to respond to emergency calls on a 24-hour-a-day basis on a rotating schedule.

May be required to work in confined spaces and often in conditions of dust and pollen.

STANDARD REQUIREMENTS

Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.